AIRWAYS

Position Description

Title	Project Manager
Technology	
Locations:	Auckland or Christchurch
Reports to:	Project Delivery Manager
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	April 2026

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Technology Group is responsible for maintaining the comprehensive network of hardware and software required to maintain safe skies across Airways' airspace. This includes an array of surveillance, communications and navigation systems located across the country and the hardware and software used every day by air traffic controllers to stay connected to pilots and each other.

The Technology Group is also responsible for working alongside the ATS group to develop the necessary technologies to support the future aviation industry, as well as providing day to day and future focused technology support to the wider business.

The purpose of Programme & Project Delivery is to provide workforce and capital programme planning, to successfully project manage the delivery of the capital programme, and to optimise the performance of the Technology Group.

AIRWAYS

Purpose of the Position

The purpose of this position is to ensure the professional delivery of Airways' projects and programmes, and the achievement of each programme's outcomes, ensuring each project is delivered within defined scope, time and budget constraints.

Responsibilities include managing:

- Projects, including project initiation, planning, execution, monitoring and controlling, and closure processes
- The effective management of scope, time, cost, quality issues, risks, people, communications and procurement as well as project reporting and the operational handover of the project
- The impact of the project(s) on diverse stakeholder groups including airlines, airport companies, regulatory authorities, military, general aviation, general public, and staff
- Multiple professional disciplines and consultants both internal and external to Airways.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	▸ Be a role model for our shared values. ▸ Provide leadership to develop and build an engaged and high performing team.
Project Management	▸ Manages projects in accordance with Airways' enterprise project management framework (EPMF). ▸ Ensures risks and issues are identified and communicated in a timely fashion and escalating those that cannot be avoided by the Project Manager to the appropriate project governance body. ▸ Works collaboratively across Airways to resolve issues and avoid risks to the project. ▸ Ensures appropriate change control processes are followed. ▸ Ensures the project delivers within scope, time and budget constraints. ▸ Ensures the project team and key stakeholders are kept informed across relevant project activities. ▸ Ensures effective operational hand-over of the project to Airways' operational teams.
Reporting & Communication	▸ Responsible for regular formal reports to the Board, Executive Team, and Group Management Teams as required.

	▸ Ensures an effective communication plan for each project is in place and is followed. ▸ Ensures all communications are clear and appropriate for the intended audience. ▸ Manages relationships with external stakeholders, consultants and contract resources. ▸ Liaises and builds relationships across the organisation.
Project Administration	▸ Ensures meeting agendas, meeting minutes, key decisions and other project records are documented and filed appropriately. ▸ Ensures appropriate project documentation is maintained, and appropriate approvals are obtained.
Contribution to the Project Delivery Team	▸ Contributes to the development and continuous improvement of Airways' project portfolio management framework. ▸ Provides assistance and cover to other project managers as and when required. ▸ Identifies training and development opportunities. ▸ Identifies tools and techniques to improve project delivery. ▸ Actively contributes to project and team meetings as appropriate.
Health & Safety	▸ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▸ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▸ Responsible for ensuring Airways security is maintained at all times. ▸ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training.
Travel Requirement	▸ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	▸ Responsible for managing an opex budget of $NIL.
Financial Delegation	▸ Delegated financial authority for capex business cases $100,000. ▸ Delegated financial authority for transactional expenditure of $NIL.
Contractual Delegation	▸ Signing Authority to a limit of $NIL. ▸ Please refer to Delegated Authority Policy for further information.

Legislative Owner	▸ NIL.
Safety Sensitive	▸ Yes.

Key Relationships / Customers	Nature of Relationship
Internal	
Project Delivery Manager	Reports to, works to and responsible to for all aspects of work
Head of Portfolio Delivery	Works collaboratively with
Project Sponsor	Accountable to for the delivery of the project
Project Control Group	Reports to for project progress and escalation of risks & issues
Airways Staff and Senior Management Team	Works collaboratively and communicates with. Manages project teams to deliver project activities
Project Team Members	Manages/leads through the project delivery process
Technology Managers and people	Works collaboratively and communicates with. Manages project teams to deliver project activities.
External	
Airways Customers	Negotiates, collaborates and communicates with, represents the project on behalf of Airways
Government Agencies (CAA, MOT, etc.)	Negotiates, collaborates and communicates with, represents the project on behalf of Airways
Industry and Professional Organisations	Communicates with
Suppliers and partners	Support activities and manage contracts
Consultants / Contractors	Manage consultant and contractor time and deliverables as appropriate.

Formal Qualifications / Training / Experience	Required	Desirable
Undergraduate university degree (e.g. Engineering, Science, Commerce) or equivalent.	✓	
Postgraduate university degree or equivalent.		✓
PMP accreditation or similar professional project management qualification.		✓
Minimum 10 years industry experience (e.g. Engineering, IT, Construction) with 5 years project management experience.	✓	
Advanced knowledge and experience with the application of project management methodologies (PMBOK preferred).	✓	
Efficient user of MS Office.	✓	
Efficient user of Sentient PPM.		✓
Good knowledge of safety legislation.	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
Excellent leadership and interpersonal skills.	✓	
Demonstrated ability to communicate, challenge and champion people in the operational environment.	✓	
Demonstrated influencing and collaborative behaviours.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Accountable - Decisions and is accountable; consults with people; accesses information and analyses facts from a broad viewpoint; balances the needs of stakeholder triangle; has confidence in decisions; identifies core principles and applies them consistently to decisions.	✓	
Commercial Acumen - Drives the commercial success of Airways by creating value, managing costs and/or defining sustainable profit-driven prices; proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business.	✓	
Communication - Communicates openly and honestly, explaining reasons in a prompt and timely way that people	✓	

understand and find relevant to their position; is clear and concise, seeking to be understood; anticipates needs of audience and adapts style and communication methods using face to face for difficult issues; listens and seeks to understand others points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.		
Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with customers/partners; understands the customer's business and requirements; manages expectations and builds respect rather than seeking to be liked; measures performance against customer-based targets; delivers on promises to customers and personally commits to resolving customer issues; inspires a customer-centric approach across Airways.	✓	
Dealing with Pressure - Copes with complex problems calmly; maintains a good rapport with people in stressful situations; handles issues and problems as they arise; is calm even under difficult circumstances; takes time to think problems through.	✓	
Enthuses & Inspires - Is enthusiastic about what they do; has drive and energy and is prepared to do more; gets boots dirty and rolls up sleeves; sets the scene by painting the whole picture, gives goals and is genuinely interested in how things are going by keeping people posted on performance; is calm in the face of negativity and doesn't back off.	✓	
Leads Change - Builds and communicates the need for change; draws on people with previous experience or skills who can support the process; implements continuous improvement.	✓	

Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	**Coaches and develops others:** Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others **Fosters trust, safety, and inclusion**: Treats others with respect and values diverse perspectives **Celebrates the success and achievements of others**: Congratulates peers on their success	✓

Key Behaviours – Leading Self			Required
Serve all Airspace users	Safety Focused Thinking	**Operates with a safety-led mindset**: Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety **Applies a customer-centric lens:** Understands the needs of relevant customers and stakeholders	✓
Unlock Future Growth	Innovation & Results Driven	**Focuses on growth, financial performance, and drives innovation:** Focuses on growth and financial impacts and looks for innovative solutions **Considers future needs when making decisions:** Understands future objectives and needs **Strives for excellence in performance:** Completes day to day tasks at a high quality	✓
Support Sustainable Aviation	Sustainability Champion	**Promotes sustainability and champions sustainable practices:** Champions Airways commitment to sustainability **Embeds and improves sustainable practices:** Adopts sustainable practices and proposes ideas for incorporating sustainability into existing processes	✓

Our values underpin everything we do



We are **safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.

We strive for **excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do

We are **One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration

We celebrate **success**

We recognise our people's achievements, big and small, and celebrate our successes